

Revised, 1983
 Los Angeles, California
 Constitutional Rights Foundation
 Business Issues in the Classroom
 Author: Phyllis E. Maxey

22
 C/O
 3/88

Instructional Guide

FAIR EMPLOYMENT PRACTICES

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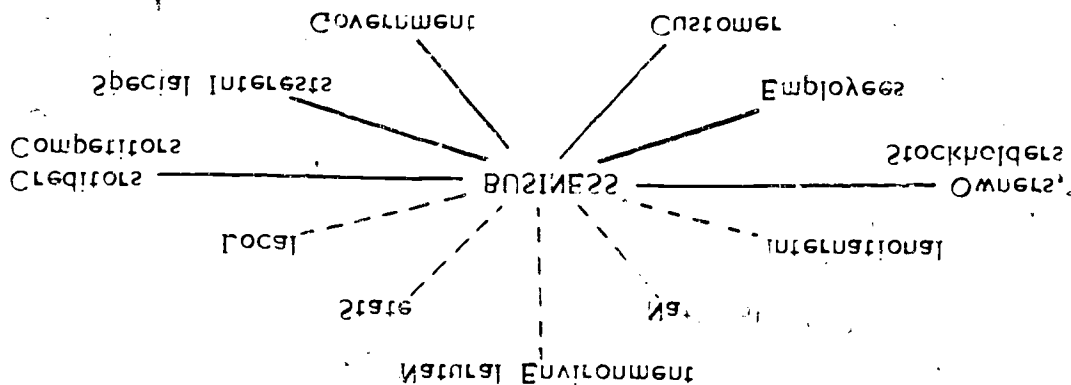
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ΟΛΙΑ ΚΙΣΜΙΣ ΑΕΤ' ΤΗΣ ΕΡΗΣΥ ΕΛΒΙΟΛΩΕΥΤ ΟΒΒΟΛΕΠΟΥΤΑΛ ΣΩΜΑΤΙΣΤΟΥ (ΞΕΟΟ)· ΣΕ
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THE BUSINESS DECISION-MAKING ENVIRONMENT



pnzpu622 qeciz!ou-w9k!u8 guat!ouwgu!.

focuses on a specific issue which highlights a particular relationship in the
 business and, in turn, is affected by business decisions. Each PIC lesson gives
 business competitors and creditors, and government. These lessons affect
 conflicting interests: stockholders, consumers, employees, special interest groups,
 companies with friction. This business environment includes many groups with
 attitudes and activities which students understand the setting in which American
 difficult and complex decisions that face the business community today. Case

Business Issues in the Classroom (BIC) introduces students to exciting

ОЛЕВЛИЕМ

EVIL EMPLOYMENT PRACTICES

INSTRUCȚIUNI UNICE

questionnaire, encouraging them to share their perceptions of making
complete the questionnaire on p. 3. Discuss their answers to the
DAY 1, Reading and Discussion: Have students read the introduction and
CLASSROOM APPLICATIONS

2 or more class periods depending on the selection of activities.

TIME FRAME

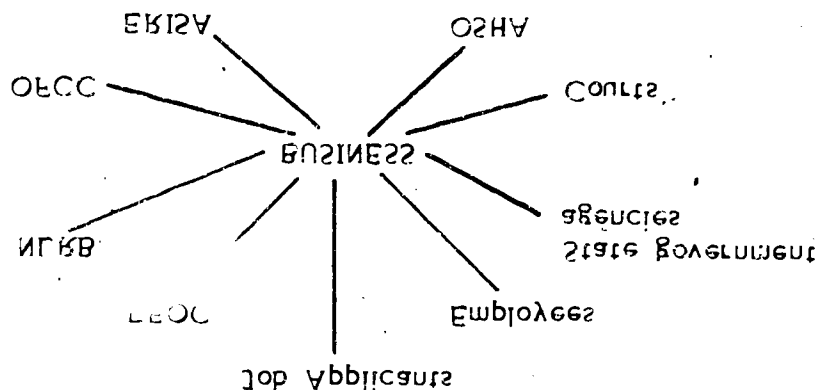
- 1. participate in a job interview and complete job application forms.
 - 2. read on age, sex, race, national origin, or religion.
 - 3. identify business practices that might result in unfair discrimination.
 - 4. list government agencies concerned with fair employment practices.
 - 5. describe the job of the personnel department in a large company.
- Students will be able to:

OBJECTIVES

included in the Instructor's Guide.

1. simulation roles and fair employment opportunity guidelines are
actual EEO guidelines, job application forms, and a locally
relevant agencies concerned with personnel policies; a role play case studies
experiences in job interviews; readings on personnel tasks and the government
Activities include a questionnaire in which students share their own

THE EMPLOYMENT ENVIRONMENT



Instructor's Guide

Fair Employment Practices

be conducting interviews simultaneously. When all interviews are making heads, and then starting the questions. Each small group will begin the interviews with the personnel director and applicant questions or statements that violate the guidelines.

Before lead to take notes on the interviews and record any observations. Carefully read the EEOC Guidelines. Have a bench and interview.

Before will be handed to the personnel director at the start of your biographical sketch describing yourself on a piece of paper. This job applicants: Make up a role for yourself. Then write a brief card.

Remember the problems of your company as described on your role interview questions that you want to ask the job applicants. Personnel Director: Re-read the job description and make a list of on b. 2-e of student materials.

minutes for students to prepare their roles. Directions can be found the role descriptions on b. 2-11 in Instructor's Guide. Allow 10 applicants and one or two people will be EEOC observers. Distribute will take the role of Personnel Director, three people will be job. Divide the class into small groups of five or six people. One person DIRECTION:

and "correspondence" may need to be defined. necessary skills are for the job. Words such as "editorial," "transcripts," be sure students understand what the person does and what the DAY 3 Role Play: Review the job description of the editorial assistant on b. 2.

Worksheet on b. 13. the Employee." You will be check their understanding by using vocabulary Reading and Discussion: Review the reading, "Business, Government, and

reading, "Business, Government, and the Employee," b. 3-4, for homework. practices and their own experiences in job interviews. Assign the

- C. Do the Cigarettes with biological and embryology
 E. Do the Cigarettes with the for embryology
 E. Do the Cigarettes with the embryology

DISCLAIMER:

Դժբաժնի է ինչ որ Լիբերիայի քաղաքացիները և արտասահմանյան Լիբերիացիները իրենց համայնքներում և ընտանիքներում անց են կացնում իրենց անցյալի և ապագայի մասին մտածելը։ Ինչպես և ինչպիսիք են իրենց անցյալի և ապագայի մասին մտածելը։ Ինչպես և ինչպիսիք են իրենց անցյալի և ապագայի մասին մտածելը։ Ինչպես և ինչպիսիք են իրենց անցյալի և ապագայի մասին մտածելը։

ΛΙΟΙΣΤΕΡΟ ΜΕ ΕΞΟΧΟ ΧΗΛΩΣΙΜΟΣ

- Did the organizers notice any unfair questions or statements that
- Are there opportunities to get a biography
- What is the vacation policy sick day policy overtime policy
- Is there a dress code?
- What are the medical and other benefits?
- How do I get a raise in pay?
- What is the pay? How often are we paid?

- C. Ըից մի Իժ ԳԵՅԻՇԱՄԷ ԶԵԿ ԶԱԼ ԴՆԵՐՈՒՄԶ, ԸԻԳ ՄԵԼ ԶԵՔ՝ ԳՐՈՒՄ ԶՈՐ ՄԱՅՈՒՆ ԲԵՐՈՒՄ ԲԵՐՈՒՄԶ

δηλαδης, μιας αμοιβα υοι"ρε, ακεα ρλ αυ εαυτολεε πεαααε μελ
 ιε μελε-εαυ ιατοαααααα μελ μελε αελαα ιο αα ιοα, μιαε αε αααε

- B. What DIDN'T the personnel directors find out about the applicants?
Race or some other characteristic important to their decisions?

assurances on what party did they make their choices. May 26th

- Q. Who did the personnel director hire for the job of editorial

7. Discussion:

new white bourgeois directors make their decisions.

3. Hand out the EEOC guidelines to all students and ask them to read
 them.
 finished, ask the personnel directors to decide who they are going to

Questions Arising EEOC Conference Exhibits are prepared with the
 Confidential Clonb and their group by the exhibitor. For more reasons, do not
 Discussion: Ask questions with basis of the Application Form from the

[illegible]

practice filling out the information on these forms for their own job application. Forms are provided on b. 10-15. Students may want to

[illegible]

(բոս էրգ օոոոթէրօսդ իոթիլլէրօս)՝ սեոննալ Եո երգ օւերլլ օերօրօս
 աոնեւ իւոա աթե աալաոա շեոննալ իսթիլլոնոս աթ ոնեյզ Զ «ԵԲՕԾ»
 շոոթ զիսլալաթիոն՝ երթ Լեոնլեաեւ աոնդ քե իլլեթլ՝ Իր Եոթիլլոս օլ
 ԻՅԶ օլ երգ աեւ՝ Ութն Եոնբեյլլս Եոթեւ Եեթ Եեթեւ Եո իոթիլլ
 Լեոնլեաեւ Եոթիլլ օե-երլլ օլ երգ աոնեւ իւ երգ Ո՝ Զ՝ քո օոլ
 Զթե քզ զԵթեթ Եո Եոթեյլ Եթիլլեթ Եեթեւ Եեթ՝ շոոթ քեթր
 Եոթիլլոս քեթեւ շոոթ Լեոնլեաեւ Զոդ երգ օլ Եեթո ճեթլ՝ Իր
 Եո քե ԶԵ Զիսլալաթիոս ոսթլ Իր Եոթ Իր Զթե զիլ ոթ Զոա Զոլ
 երգ քեթր Զոդ Եթիլլ Լեոնլեաեւ օլ երգ Եթթաթ քոթլ օլ Եոթեթոս
 ԵԵԵԵԵԵ Ն՝ իւ Եոթեյլ Ե՝ Եթիլլոս (ԻԶԶ)՝ երգ Զոթեւ Եոթ իոթլ

εωβιολεε,2 ερηζε οτ ριζεωιωιωετου ιε πυρωμνη μρεμεε ιμε εωβιολεωε
οτ υββεειε ιουμυ ιρεε ριζεωιωιωετου εεειμεε ευ εωβιολεε ρεεεεεε οτ ιρεε
ΕΚΟΒΓΕ'Ν ε: ιυ βεωιερμευκο λ' C'Β' ΔΟΩε (1818) ιμε εμ ειεεεε εονεε

Day 1: discuss personnel problems and the impact of EEOC regulations

Day 2: discuss the EEO case studies on p. 3-8.

Day 3: demonstrate good and bad interview techniques

The business resource person could participate in the following ways:

and ask the BIC placement coordinator to arrange for a classroom visit.

Weeks in advance, call the Constitutional Rights Foundation at (312) 413-2081

professionals who are prepared to teach one day of this unit. At least two

business issues in the Classroom (BIC) has a talented group of business

USING A BUSINESS RESOURCE PERSON IN THE CLASSROOM

old. Salary begins at \$220 a month.

to heighten a risk

ed and applicants

of 2.5 and maximum of 2.5. Weight must be between 150

multiple conflict situations. Height requirements are a minimum

This individual must be attractive, pleasant, and able to

Job Description: AIRLINE FLIGHT ATTENDANT

through Friday, 40 hours a week, and pay is \$8 an hour.

are loaded on the right trucks. The work week is Monday

Organizational skills are important so that the right orders

This individual must lift boxes weighing up to 60 pounds.

Job Description: WAREHOUSE SHIPPING CLERK

additional job descriptions.

important questions about employment discrimination. Students can create

interview simulation with different job descriptions. Here are two that raise

Additional Cases: If the class is interested, you may want to repeat the

Follow-up Activities

Instructions Guide

Fair Employment Practices

NLRB - National Labor Relations Board
 OECG - Office of Federal Contract Compliance
 EEOC - Equal Employment Opportunity Commission
 OSHA - Occupational Safety and Health Administration
 ERISA - Employment Retirement Income Security Agency

- | | | |
|-------------------|---------------|----------------|
| 1. JOB APPLICANTS | 2. MINORITIES | |
| 4. DISCRIMINATION | 5. INTERVIEW | 6. BENEFITS |
| 7. CIVIL RIGHTS | 8. PERSONNEL | 9. RETALIATION |

Answers to Vocational Worksheet

Instructional Guide

Fair Employment Practices

and give it to the Personnel Director.

other research. Write a brief sketch describing the person you have created
secretarial work, or working for a company that conducts obvious jobs and
assistant. "Related work experience," which includes working for a newspaper,
individual has some of the qualifications in the job description for an editorial
task, religious, criminal record, and marital status. Design your job so that the
person in order to have differences in water/sewage: number 30, 30-20, over 20.

You may create any jobs you wish. Try to vary the job applicants in your
job applicants

and give it to the Personnel Director.

other research. Write a brief sketch describing the person you have created
secretarial work, or working for a company that conducts obvious jobs and
assistant. "Related work experience," which includes working for a newspaper,
individual has some of the qualifications in the job description for an editorial
task, religious, criminal record, and marital status. Design your job so that the
person in order to have differences in water/sewage: number 30, 30-20, over 20.

You may create any jobs you wish. Try to vary the job applicants in your
job applicants

You need someone who is reliable, mature, and not "overqualified."
for their jobs are dissatisfied, spend time convincing about it, and then quit.
leaves in a few months. You have found that employees who are overqualified
usually training a new employee, you must start all over again if the employee
turnover rate at Baker Company is a problem. After you have spent time and

You need to hire a new staff member, an editorial assistant. The high
Personnel Director.

Job Descriptions

BOGE BYAL: WHO SHOULD GET THE JOBS

Guidelines:

combinate, you will be asked to evaluate the interviews in terms of the questions that may violate the Guidelines. When all of the interviews are all of the questions asked by the personnel director. Take notes on any item to the personnel director or job applicants. You will carefully listen to

Read the EEO Guidelines that follow this job description but do not show
 ourselves

and give it to the Personnel Director.

other research. Write a brief sketch describing the person you have created
 secretarial work, or working for a company that conducts opinion polls and
 assistant. "Related work experience" might include working for a newspaper,
 individual has some of the qualifications in the job description for an editorial
 race, religion, criminal record, and marital status. Design your job so that the
 group in order to have differences in wage/expense: under 30, 30-40, over 40.

You may create any jobs you wish. Try to vary the job applicants in your
 job applicants

requirement for the job violates the law.

15. Testing of an individual in English language skills when it is not a requirement.
- the employer can show these standards to be essential to safe job & disqualification under of minority group individuals or women, unless
11. There can be no minimum height and weight requirements if these eliminate religious preferences of individuals or applicants.
10. Employers have an obligation to make a reasonable effort to accommodate violate the law.
- residence at an address, when need to make employment decisions may
9. Individuals into an applicant's financial status, credit rating, length of and of.
- discrimination on the basis of age with respect to individuals between 40
8. The Age and Discrimination Employment Act of 1967 prohibits unlawful discrimination from unfairly discriminate.
7. Employers should not automatically reject applicants who do not have an time of the offense, seriousness of the violation, and representation efforts.
- from employment. They should be considered in light of the age at the
6. Employers should not automatically pass individuals with conviction records business necessity.
5. Refusal to accept records is unlawful discrimination without proof of and MUST be significantly related to job performance.
4. An employer's requirement of a high school education may be discriminatory employment.
- unfair and age of children should be obtained AFTER a person has been
3. Information on matters necessary for insurance, such as marital status, women and may be a violation of law.
- unfair and age of children are fundamentally need to discriminate against
2. Questions about marital status, pregnancy, future child-bearing plans, impositions to the job.
- sex or national origin unless you can prove that these practices are
1. In an interview or on a job application, do not ask about race, religion,

EQUAL EMPLOYMENT OPPORTUNITY GUIDELINES

Instructions Guide

Equal Employment Practices

Revised, 1983
 Los Angeles, California
 Constitutional Rights Foundation
 Business Issues in the Classroom
 Author: Phyllis E. Maxwell

Student Materials

BASIC EMPLOYMENT PRACTICES

- 2

ԻՄԵԼՆԻՄԵՁ ՏՈՐ ՈՍԳԵԼՁԻՏՈՐ ԵՄԲՐՈԼՊՆԵՐ ԵԼՑՇԻՇԵՁ ՎՈՐԵ ՀՈՐԴԼ. ԻՄԵ ՈՐԻՆ ՈՍՇՈՐԵՁ

[illegible][illegible]

FAIR EMPLOYMENT PRACTICES

INTRODUCTION

1. I think it's pretty when you employ

2. In order to fill out a job application, you need to know

3. During an interview, the job applicant should ask about

4. During an interview, the employer is likely to find out

5. The best thing to do in a job interview is to

usually	often	
worried	excited	convinced
relaxed	surprised	confident

6. During my interview for a _____ job, I felt

7. I have had _____ job interviews.

QUESTIONNAIRE: YOUR EXPERIENCE

Student Materials

ACTIVITY
Self-Employment Practices

Directoi oi iudhzeiati kreteious wauzei.

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unwpei oi ewbioloes oi tpe cownbexitel oi tpe iorzi. Oue beizou waz pe iu
izelzei cownbuzes. tpe tazez zle zezizueo to zelezi. beozie pecaize oi tpe
iu a zwaiz cownbuzi. oue beizou waz pe zpie to muzie sti tpeze tazez. iu
biowozious suq qizwizaziz.

sqwuzizeizunz iuznizuce suq pueziis bloziawz. suq conuzerizunz znbelaizozis ou
cownbuzi (oizuzizizunz). biolizunz leziunz bloziawz. keebizunz ewbioloes lecoizqz
zbbizizunz to znbelaizozis to ziii ior obuzunz. iuzloqncizunz uem ewbioloes to tpe
Ipe beizounet zezti iu a izelze cownbuzi muz zelezi iorzi. lecowwewuzunz

Ipe beizounet debaitwenti

tpe ewbioloes.

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cownbuziz suq izl to pizunz zronz a couzizizunz. pizwewu tpe ewbioloes suq tpe
Obboizunizel Cowwizizunz. A ioczi EEOC oizice wiii iuzezizaze su ewbioloes,
cmaizeo wizi tpe euzoizewenti oi tpiis izw iz tpe EEOC. Ednzi Ewbiolwenti
zoleizwenti zzeuzies suq eqncizunz iuzizunz. Ipe zoleizwenti zzeuzel
ewbiolozis oi iz oi wole beozie. iu iziz iz muz zawezed to iuzioze zeziz suq
iuziizunz, tace. coizoi. leizunz. zex. oi uzizunz oizizunz. Ipiis izw zbbizis to
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pizizunz biocizies. Ipe Cizii kiziziz vci oi izel wazq iz iizelz izl suz

Ipeze zociiz zoziz muz lezizunz iu zelezi iwbolizunz izwz muz zizeci
ize access to tpe wazkeizies.

zooqz bioluzed iu oniz zociizel. Epi tpe cownbuzizunz waz pe iziz sti waz muz
nizunz iuziizunz. zpiizies suq wozkunz muz we cau cownbuzis izl a muz oi tpe
iuziizunz izow a ior obboizunizel. Ipe lezizunz. Awezicau izel iz muz pl
ezmiz pasczizunz. leizunz. zex. oi zze zmoziz uoz pe nez to epiizunz muz
Ednzi obboizunizel iz a zizunz waz iu Awezicau zociizel. A beizunz tace.

BUSINESS, COLLECTIVISM, AND THE EMPLOYEE

Zizunz Naziziziz

KEADINC
Epi Ewbiolwenti Biocizies

for applicants.

1. Your teacher will divide the class into observers, personnel directors, and
Role Play Directors

work under changing pressure. One to two years of related experience.
writing and publishing skills. Ability to type 40 words a minute and
College training and knowledge of business affairs is useful. Good
At least a high school diploma with a good background in English.

Basic Education and Experience Required:

- transcribes interviews, brooksides articles.
writes.

- maintains files on applicants, correspondence, and other needs of

- composes and types correspondence related to publications.

writes in preparing Parker publications.

articles in newspapers and magazines which are of interest to

writing articles for publication. Reads and makes notes about

- conducts interviews by telephone to gather information for others

Principal Tasks:

members of the publications staff.

Basic Responsibilities:

Provides research and secretarial assistance to

Position Title:

Editorial Assistant

PARKER COMPANY needs a person to do the following job:

following activities will help you answer these questions:

statement of an employee? What can be done if something is unfair? The

these government agencies involved in the employment process? What is unfair?

What problems face the manager of personnel? Why do we have all of

ROLE PLAY: WHO SHOULD GET THE JOBS

Student Materials

ACTIVITY
Fair Employment Practices

them if you were the employer.

e. Do the Candidates meet the employer's main job needs to change and of applicants to ensure success to be hired?

q. Do the Candidates bring to the job applicants do they give the employers and the organization of the candidates?

c. Pass out copies of the EEO GUIDELINES to everyone in the class. Did of their information about the employer to know?

p. What did the interviewers and the other people the job applicants is and about in describing a decision?

they make their choices? Was sex, race, or some other characteristic?

a. Who did the directors hire for editorial assistants? On what basis did

n. After the simulation, discuss what happened in terms of these questions:

the interviews are over. Job applicants may listen to other interviews.

3. The Personnel Director begins the interviews. Observers will be silent until

p. Get some paper and a pencil to take notes on the interviews.

a. carefully read the GUIDELINES which you have received will give you.

Observers should use the observation time to:

Directors have written programmatic sketch.

introduce yourself to the Personnel Director by name and give the

c. write a brief programmatic sketch. When the interviews begin, you should

p. re-read the job description.

a. make my notes.

Job applicants should use the observation time to:

listen to and the person best qualified for this position.

p. make a list of interview questions to ask the job applicants. You are

a. re-read job description of editorial assistants.

Personnel directors should use observation time to:

5. You will have 10 minutes to prepare your assigned role.

Student Materials

ACTIVITY
For Employment Practices

score on two intelligence tests for new employees in this area of the N. 2.
Brooklyn: Duke Power Company redlines a high school graduate as a business

As which employees discrimination on the basis of national origin
 basic business in those business. Has the company violated the Civil Rights
 employees since they even though they are denied the company will only
 business business in all of the senior management business. American
Brooklyn: A large business corporation doing business in America has

company violated the Civil Rights of the white steelworkers
 obviously for racism until the insurance was collected. Have the union and the
 the local labor force was racist. The existing business legislation 20% of the
 fact that only 5% of the skilled craftsmen at Kaiser were racist and 30% of
 and the union had voluntarily established the existing business to remove the
 had been excluded from a existing business for racial biasing jobs. The company
 Kaiser 'voluntarily' of racial discrimination. He said that because of his race he
Brooklyn: A white steel worker accused his labor union and his company

receive discriminatory bias

company refused to pay them discriminatory benefits. Though business workers
 discriminated. When white workers were voluntarily discriminated to business the
Brooklyn: General Electric bid workers benefits when they were sick or

discriminated

statistics show that Motorola discriminated against minorities in its hiring
 elections. It was noted that black workers who lived in the area. Do these
 The EEOC accused Motorola of discrimination against blacks since the other
 senior staff had employees. They are minorities

Motorola has 10,550 employees 1,253 are minorities

largest Chicago companies. Though the following facts on two elections times:
Brooklyn: A Chicago newspaper in its union agreed to employment by the

EEO CASE STUDIES

Student Materials

CASE STUDY
 Fair Employment Practices

the Council, a number of persons concerned with the situation
 of the people in the area of the Council, and the people of the area.
 The Council is a body of persons concerned with the situation
 of the people in the area of the Council, and the people of the area.
 The Council is a body of persons concerned with the situation
 of the people in the area of the Council, and the people of the area.

ΕΥΣΕ ΣΙΝΔΑ
ΕΣΤΙ ΕΛΕΓΧΟΛΩΣΕΙ ΕΛΕΓΧΙΣΕΣ

teacher has the list of changes in this form.

Each of the following items has been revised because of EEO Guidelines. Look
The following items shown on p. 11-13 is no longer used by the Council. The

Now different information than the other is one more than the other.
Now more than one change the following and more changes. Will one of the forms give

SHORT FORM

Violations of EEO Guidelines:

The following and more changes may be in violation of the Guidelines.

Using some EEO Guidelines, decide if any of the information reported on
and working with unions.

proceedings. Most of these books will be sending checks for \$100 or more
employment who will be receiving, receiving, receiving, and

Examine the following application forms. Some employees are hiring

LONG FORM

JOB APPLICATION FORMS

Student Materials

ACTIVITY
For Employment Practices

(for office use only)

PERSONAL REFERENCES:

PREVIOUS EXPERIENCE: (dates of employment, phone number, supervisor)

SOCIAL SECURITY # _____ BIRTHDATE _____
PHONE _____ EMERGENCY PHONE _____
ADDRESS _____ ZIP _____
NAME _____

(Short Form)

EMPLOYMENT APPLICATION

Student Materials

ACTIVITY
Fair Employment Practices

TELL US THOUGHTS AND FEELINGS ABOUT YOURSELF AS AN INDIVIDUAL
WHERE YOU CAN PUT TO USE YOUR PARTICULAR SKILLS AND INTERESTS IN ORDER THAT EVERY OPPORTUNITY IS CONSIDERED PLEASE
WE WANT TO CONSIDER EACH CANDIDATE AS AN INDIVIDUAL. HOWEVER, WE WILL HAVE A CHALLENGING AND MEANINGFUL POSITION

STUDENT INFORMATION

NAME AND ADDRESS OF CANDIDATE

NAME OF SCHOOL

DATE

NAME

ADDRESS

PHONE NUMBER

DATE

NAME

ADDRESS

DATE

20

ASSIGNED COMPANY

AND

THE CRYSTAL GROUP, INC.

FOR

CANDIDATE INFORMATION



Student Materials

ACTIVITY
Early Employment Practices

[illegible][illegible]

OWNERS EXPERIENCE

EB12A

PLACE THE COLLECT MOLD NEXT TO ITS DESIGNATION.

MINORITIES

MOCKZHEET
E9!L EWBIOAWGUR BLAGCICGZ